



Hendry County Sheriff's Office

General Order 19.1

TITLE: Field Reporting Procedures	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: August 5, 2018	REVISION DATE: May 23, 2019
RELATED REFERENCES: CFA: 26.09M	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 23, 2022

I. PURPOSE: The purpose of this order is to instruct members on the proper way to write a report.

II. SCOPE: This order shall apply to all sheriffs' office members.

III. POLICY: The method under which the operational elements of this agency work shall be standardized.

IV. PROCEDURE:

A. Write all written case reports and stand-alone version arrest reports in a four-section format.

1. Section 1: Narrative

- a. Write the report in the first person.
- b. Establish date, time (military), and complete venue of crime/incident in the first sentence of the report.
- c. Initially use the complete names of all victims, witnesses, and suspects to identify the participants in the crime/incident; include in the appropriate corresponding person's module.
- d. Write the narrative section in chronological order.

2. Section 2: Crime Scene

- a. Document the collection, processing and disposition of evidence and property.
- b. Include a property module for property and/or evidence (excluding Arrest Report).

3. Section 3: Disposition

- a. Document the status of the case, names of suspects and charges, and case referral.

4. Section 4: Enclosures

- a. List all accompanying documents i.e., affidavits, statements, arrest report, etc.
- b. Do not attach original evidence to reports.
- c. Include traffic citations, if applicable.

B. Incidents Requiring a Case Report

1. Write a case report for the following:

- a. All felony crimes
- b. Any physical resistance to:
 - (1) an arrest (by officer) or
 - (2) lawful detainment by a civilian
- c. Any injury to a person as a result of a criminal act (suspect, victim, witness, or officer)
- d. Domestic violence investigations
- e. Stalking
- f. Reports involving NCIC/FCIC entries
- g. Thefts (including retail theft)
- h. Missing person cases
- i. Driving under the influence arrests
- j. All other reported crimes, except the following:
 - (1) Misdemeanor criminal mischief with no known victim, suspect information or viable investigative leads; can be closed with sufficient comments to the CAD system.
 - (2) Misdemeanor retail theft of gas with no suspect information or viable investigative leads; can be closed with sufficient comments to the CAD system.

2. Weapon Drawn (gunpoint challenge)

- a. Complete the following after an incident where a deputy challenges another person at gunpoint:
 - (1) Notify the Communications Center and obtain a case report number. All Weapon Drawn case report numbers need to be generated per incident even if multiple deputies were involved.

- a. Write the nature of the call in the report offense form (charge block) [i.e., business alarm, traffic stop, residential alarm, etc.].
 - b. Document the details of the gunpoint challenge, including outlining every deputy's involvement in the incident.
- (2) If the originating incident results in an arrest or requires a case report, describe the details of the gunpoint challenge in the original case report and include the case report number. Close out the case report and refer to the original case report number.

C. Arrest Report: Stand Alone Version

1. Only arrest report stand-alone version is required for the following crimes resulting in an arrest **(unless the circumstances listed in paragraph B apply)**. Attach all accompanying documents, such as witness statements or affidavits, to the arrest report stand-alone version district copy.
 - a. Criminal mischief (misdemeanor)
 - b. Traffic (misdemeanor and driver license offenses)
 - c. County ordinances
 - d. Disorderly conduct
 - e. Disorderly intoxication
 - f. Possession of alcohol by a person under 21 y.o.a.
 - g. Carrying a concealed weapon
 - h. Possession of cannabis less than 20 grams
 - i. Possession of drug paraphernalia
 - j. Trespass (misdemeanor)
 - k. Prohibition against giving false name/identification by person arrested
 - l. Violation of probation (misdemeanor)

D. Report Approval Process

1. Deputies
 - a. Turn in all written case reports, supplemental case reports, arrest reports and enclosures at the end of the shift unless specific approval is obtained from the shift supervisor.
2. Field Training Officers / Corporals
 - a. Approve/disapprove assigned trainee's reports up to level2
3. Sergeants/Lieutenants and above
 - a. Approve/disapprove/archive reports.

E. Report Routing Procedures

1. Upload completed written case reports to the report management system.
2. Disapproved reports are returned to the writer via computer. Supervisory disapproval comments are returned to the user via e-mail and also by computer pop-up message. Once the case report is archived, supervisory comments remain associated with the case report, but are stored in a separate table from the case report and remain within Smartcop System for the life of the case report.

F. Sworn Affidavits/Agency Forms

1. Use the following listed affidavits and forms to support conducted investigations. Absolutely no new or customized forms are to be used without the review and approval of the Sheriff or his designee.
 - a. Consent to Search
 - b. Burglary/Theft/Ownership
 - c. Confrontation for Purpose of Identification
 - d. Decline to Prosecute
 - e. Forgery Affidavit
 - f. Second Hand Dealer
 - g. Interview Affidavit
 - h. Fraudulent Use of Credit Card
 - i. Missing Person/Missing Juvenile
 - j. General Affidavit
 - k. Violation of noise Ordinance
 - l. Marchman Act
 - m. Notification of Recovered Stolen/Abandoned Auto
 - n. Baker Act
 - o. Private Property Enforcement
 - p. Return of Stolen Property
 - q. Motor Vehicle Impound/Release
 - r. Trespass Warning
 - s. Violation of Probation

- t. Reimbursement of Investigative Costs/Restitution
 - u. Teller/Cashier Statement Affidavit
 - v. Photo Lineup Affidavit
 - w. Show Up Affidavit
 - x. Response to Resistance Form
 - y. Notice to finders of lost property
 - z. Alcohol Influence form (AIR)
 - aa. Victim Contact card
 - bb. Crime Scene Log
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V. GLOSSARY:

ARREST REPORT - Document used by the Hendry County Sheriff's Office to establish probable cause for the arrest of a suspect.

CAD – Computer Aided Dispatch system to record criminal and non-criminal requests for service.

CASE REPORT – Any original report, supplement, affidavit, or addendum document that arises out of, or is part of any complaint report generated by the Sheriff's Office and when completed documents initial and follow-up investigative information to include all attachments.

CASE REPORT NUMBER – A sequential number predicated by the year, which is issued by the Sheriff's Office Communications Center to identify and track calls for service.

FCIC/NCIC – Florida Crime Information Center and National Crime Information Center, respectively.

NARRATIVE SECTION – Area of the written case report, arrest report where reporting person (writer) provides a synopsis of the event.

SUPPLEMENTAL CASE REPORT – Supporting reports and documents to a written case report of the same case number.

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.